



## Job Description

### Lamoille FiberNet Communications Marketing and Communications Intern

**Position: Paid internship September-December 2023**

**Reports to the Lamoille FiberNet Marketing and Communications Co-Chairs and Executive Director**

#### OUR VISION

Every home and business in our territory will be connected to fast, reliable internet service.

#### OUR MISSION

To prioritize access to unserved and underserved addresses to symmetrical, high-speed, and affordable internet service—as soon as possible.

#### SUMMARY

**Essential Duties:** Work with Lamoille FiberNet staff and board members to support and expand the public and online presence of the Communications Union District.

**Main Focus of Internship:** Learn how to draft, align and execute external communications. Learn how to track and expand community and stakeholder outreach. Develop content for our municipal website and its connected MailChimp newsletter and social media platforms, including Front Porch Forum, Facebook, Instagram, and Twitter.

#### PRIMARY RESPONSIBILITIES

- Assist with maintaining Lamoille FiberNet's online presence
- Creating/uploading/maintaining web content within specific deadlines
- Creating/uploading/maintaining social media and newsletter content
- Track engagement and help expand social media and newsletter audiences

Assist with posting/responding to social media, newsletter and website content (with supervision)

- Maintain and track the news feed and social feed
- Maintain archive of web, newsletter and social media content to comply with State Archive regulations for municipalities

#### KNOWLEDGE AND SKILL REQUIREMENTS

Main Qualifications Needed:

- Excellent oral and written communication skills
- Demonstrated ability to adhere to public communications guidelines for an organization
- Ability to work as a member of a team that sometimes has strict deadlines
- Demonstrated self-initiative

Skills, Attributes and Knowledge Desired:

- Experience with Wordpress, Facebook, Instagram, MailChimp or Twitter

- Experience with social media use for a business or organization (work on college newspaper, professional online presence, etc.)
- The ability to source or capture imagery for use in copy/publications
- The ability or desire to learn about the unique role of the CUDs

**WORKING CONDITIONS**

Hours per week: 20 hrs., flextime, in office and at home

Deadline for projects: December 2023

Start/End dates for Internship: 9/11/23—12/08/23

*Lamoille FiberNet is an Equal Opportunity Employer. Those who identify as women and non-binary, people of color, veterans, individuals with disabilities, members of the LGBTQ+ community, and other individuals from underrepresented populations are strongly encouraged to apply.*